

Working during your course

During your course of study you are allowed to work for 120 whole days or 240 half days per calendar year. Half days are days where you work up to half of the standard local working hours or as stipulated in tariff agreements. If you want to work longer than that, you must apply for permission from the local Immigration Office which usually requires approval from the ZAV Central Placement Services at the Federal Employment Agency. Secondary student activities, like working as a tutor or student research assistant, are allowed without any restrictions.

Changing your course or your university

During the first 18 months of your course you can change your subject of study and/or the university without any problems. If you want to change later than this you will need permission from the Immigration Office, which will then tell you what the requirements are for such a change. If you have any questions about this please contact your local Immigration Office.

When you exmatriculate/ deregister from your course

Your residence permit for the purposes of study is issued for this specific purpose only and it loses its validity when you exmatriculate/deregister from your course. If you exmatriculate/deregister from your course please contact your local Immigration Office immediately so your residence status can be decided upon and changed.

Family reunion

Under certain conditions it is sometimes possible for certain family members to join you. Please contact the local German mission at:
www.diplo.de (Einreise und Aufenthalt)
www.auswaertiges-amt.de/EN (Entry & Residence).

Contact

Stadt Dortmund – Ordnungsamt
 Visa, ausländische Studierende, Fachkräfte sowie EU-Angelegenheiten
 (Visas, foreign students, skilled employees and EU-matters)
 Olpe 1, 44122 Dortmund

Opening times:

Please arrange your personal appointments via email at: studententeam@stadtdo.de or visa@stadtdo.de

If you don't make an appointment for a meeting via email, the Immigration Office can only be visited on Tuesdays, Thursdays and Fridays between 7.30 and 9.00 in Room Gs 33.

Please note:

You can find all of this information and the relevant forms on the City of Dortmund's website: www.ordnungsamt.dortmund.de (click on Downloads and then see "Aufenthaltstitel")

There is also lots of helpful information at:

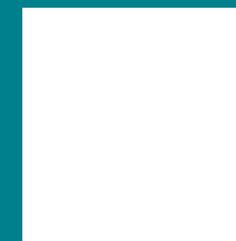
www.metropoleruhr.de
www.welcome.ruhr

<http://www.metropoleruhr.de/en/>
<http://www.welcome.ruhr/en/>

Glossary

Application for a (Visa or) Residence Permit	Antrag auf Erteilung eines Aufenthaltstitels
Blocked account	Sperrkonto
Course enrolment certificate	Immatrikulationsbescheinigung
Declaration to provide financial support	Verpflichtungserklärung
Entry document	Einreisenachweis
Federal Employment Agency	Bundesagentur für Arbeit
Immigration Office	Ausländerbehörde (also Foreigners Office or Aliens Office etc)
Pre-study course/ measures preparing for course	Studienvorbereitende Maßnahmen
Purpose of stay/residence	Aufenthaltszweck
Residence permit	Aufenthaltsurlaub/Aufenthaltstitel
Residence registration form	Anmeldeformular/Meldeformular
Secondary student activity	studentische Nebentätigkeit
Student (research) assistant	studentische Hilfskraft
Study visit/stay	Studienaufenthalt
ZAV Central Placement Services	Zentrale Arbeitsplatzvermittlung

AMAZING DORTMUND.



Information for international students

studying in Germany

Stadt Dortmund



Entering Germany

All foreign students who are not citizens of a member state of the European Union (EU) or the European Economic Area (EEA) need a visa to enter Germany.

People who are citizens of **Switzerland, Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, the Republic of Korea, Monaco, New Zealand, San Marino or the United States of America** can enter Germany without a visa if they are going to study here. They must then apply for their residence permit at the local Immigration Office as soon as they arrive. The local Immigration Office in the town where you have your main place of residence is always the relevant one for you. That is why it is important to register your address there as soon as you arrive.

Purpose of residence – to study or prepare for studying in Germany

When “study (visit)” is the official purpose of your stay in Germany, that includes all advanced, further and continuing education courses at state and state-recognized universities or at comparable institutions (e.g. Studienkollegs (pre-study colleges), Berufsakademien (type of vocational college)). It also includes pre-study courses or other measures preparing you for study at university such as language courses or internships. The main purpose of your stay in Germany must be your course of study. An evening, distance learning or weekend course of study does not fulfil these requirements.

Pre-study courses and other measures preparing you for study must not last longer than a total of two years, and a pre-study language course, which may be part of these measures, must be completed within 18 months. You must study according to the regulations. That means you must not exceed the official average length of study plus three semesters for the course you are studying at your university. You are not allowed to stay in Germany to study for more than ten years. If your studies should last longer, the Immigration Office will consider your case to see if it complies with the regulations.

Registering your address and applying for or extending your residence permit

After you have entered the Federal Republic of Germany or after you have moved to Dortmund, you should immediately register your address in Dortmund as your main place of residence at the Immigration Office. When you register your new address at the Immigration Office, you must also make an application to get a residence permit or to have your current one extended.

If you already have a valid residence permit, you will need the following documents to register in Dortmund:

- ▶ Completed “Residence registration form” (you can download this)
- ▶ Your valid national passport (the original and a copy)
- ▶ Your residence permit with the supplementary sheet (originals and copies)

If you move to Dortmund and you entered the Federal Republic of Germany with a visa or if your residence permit needs extending as well, you will need to bring the following documents with you:

- ▶ Completed “Residence registration form” (you can download this)
- ▶ Your valid national passport (the original and a copy)
- ▶ Completed “Application for a residence permit” form (you can download this)
- ▶ A copy of the visa and entry document or your current residence permit with the supplementary sheet (originals and copies)
- ▶ A recent biometric photo
- ▶ Your current university enrolment certificate or certificate of attendance in an intensive language course, possibly also a DSH Certificate or TestDaF confirmation (originals and copies)
- ▶ Declaration to provide financial support during your studies or security deposited in a blocked account
- ▶ Proof of your current health insurance (deposit slip or bank statement)
- ▶ Money for the service charge

Service charges

Issuing a residence permit valid up to one year	100,00 €
Issuing a residence permit valid for more than one year	110,00 €
Extending a residence permit	80,00 €
Changing or extending the residence permit due to a change in the purpose of residence	90,00 €
Re-issuing the supplementary sheet for the residence title due to a change in the purpose of residence	30,00 €
Issuing a probationary/temporary permit (Fiktionsbescheinigung)	20,00 €

Please take note of this information too:

- ▶ In some cases you might need other documents.
- ▶ After your application is filed, it takes 4 to 6 weeks before you can collect your electronic residence permit card.
- ▶ You will usually receive a reminder from the Immigration Office in Dortmund well before your residence permit runs out. This letter will give you a fixed, binding appointment for a personal meeting at the Immigration Office in Dortmund which you must attend and it will also tell you which documents you have to bring with you.
- ▶ To make sure letters reach you, please constantly check that your name is on the letter box at your address. This is particularly important if you live in a students’ residence.
- ▶ If you don’t receive such a letter, please make an appointment at your local Immigration Office well before your residence permit runs out.